

Posted: 06/25/2019

To: School Food Authorities (SFAs)

Subject: SFS-19-x135 Online Application Now Open for School Year (SY) 2019-2020

The online School Food Service (SFS) Child Nutrition Program (CNP) application is now open for SY 2019-2020. The online application is accessible through the Louisiana CNP website (<http://cnp.doe.louisiana.gov>). You must be logged in to the website to access the forms.

The due date for submission is **August 23, 2019**.

All returning SFAs must complete and submit six forms (policy checklist, schedule A, collection procedures, collection officials, labor expenses, and income and expenses) for participation in SY 19-20.

The completed new Permanent agreement must be received by LDOE before access will be granted to the online application. **If the completed Permanent agreement has NOT been received by LDOE, you will not be granted access to the online application. Access will be granted once the permanent agreement is received.**

Updates have been made to the online application to increase usability. Some of the changes are:

1. Schedule A
 - a. Documents and Certifications tab: SFAs must now upload the Unpaid Meal Charge policy, Procurement plan, Procurement code of conduct, Wellness policy, Hazard Analysis Critical Control Point (HACCP) plan, System for Award Management (SAM) documentation
 - b. School Operating Hours: This is optional for SY 19-20, but will be **MANDATORY** for SY 20-21
2. Income and Expense
 - a. Carryover balance: Prior year carryover balance will need to be reported on the income and expense

Only SFAs with an active status in the SAM will receive approval. As a reminder, **registration in SAM is FREE** and can be accessed at the following link: <http://www.sam.gov>.

Additionally, the IRS tax revocation database will be checked to ensure your SFA has not had its tax exempt status automatically revoked by the IRS. In order to operate the USDA CNPs, the SFA must have a valid tax exempt/ nonprofit status.

A list of Important due dates can be found on the CNP website under resources. Refer to the CNP website for further information (<http://cnp.doe.louisiana.gov>).